

# Cranfield University

## The Schedule: Statutes

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### 1. Definitions

In the Charter and Statutes:

“University” means Cranfield University.

The words “Charter”, “Statutes”, “Council”, “Senate”, “Assembly” and “Alumni Association” refer respectively to the Charter, Statutes, Council, Senate, Assembly and Alumni Association of the University.

The words “Chancellor”, “Pro-Chancellor” and “Vice-Chancellor” refer to the Chancellor, Pro-Chancellor and Vice-Chancellor of the University.

“Graduates” means everybody who has had a Degree or other distinction or award of the University conferred upon them that has not been revoked.

“Independent members” means members of the Council who are neither staff nor students of the University.

“Officers” means people holding any office in the University established under the Charter, Statutes and the Ordinances.

“Constitutional Body” means any of the constitutional bodies of the University as defined in Article 3 of the Charter.

“Ordinances” means Ordinances made under the Charter or the Statutes.

“Regulations” means Regulations made under the Charter, the Statutes or the Ordinances.

“Ordinary Resolution” means a resolution passed by a simple majority at a meeting of the Council.

“Special Resolution” means a resolution passed at a meeting of Council provided that notice of the meeting is given to each member of Council not less than fourteen days before the meeting, and that the resolution is passed by a majority of not less than 75% of the members of Council present and voting. The notice of the meeting will set out the resolution in full.

“Staff” means everybody employed by the University.

“Academic staff” means holders of any of the posts of Vice-Chancellor, Pro-Vice-Chancellor, Dean, Professor, Associate Professor, Reader, Senior Lecturer, Lecturer, and such other posts on the Staff as Council, on the recommendation of Senate, may from time to time determine.

“Professional staff” means holders of any administrative or other post in the University of a status declared by Council to be comparable with that of an academic post.

“Students” means people pursuing any programme of study in the University.

“Students’ Association” means an association of all students of the University.

The “Laws” means the Charter, Statutes, Ordinances and Regulations of the University.

Words defined in the Statutes have the same meaning throughout the Laws unless the context indicates otherwise.

The headings used in the Charter, Statutes, Ordinances and Regulations are provided for reference only and are not intended to have legal effect.

## 2 The Council

### 2.1 Composition of Council

The Council will normally consist of 17 members, namely:

- 2.1.1 Members by virtue of the Office they hold (i.e. ex-officio):  
the Pro-Chancellor and the Vice-Chancellor.
- 2.1.2 Independent Members:  
up to ten additional Independent Members, appointed by Council on the recommendation of Nominations Committee, of whom at least one must be from the alumni.
- 2.1.3 Staff Members:  
up to four additional staff members, two of whom will be elected by the staff of the University with the remainder appointed by Council on the recommendation of Nominations Committee.
- 2.1.4 Student Member:  
one student of the University appointed by the Students’ Association.
- 2.1.5 Co-opted Members:  
where necessary, for the purposes of succession or to ensure that Council has the required skills and experience base, Council may co-opt up to two members.
- 2.1.6 Balance of membership:  
There must be an overall majority of Independent Members.

### 2.2 Period of membership

- 2.2.1 Ex-officio Members of Council remain members only whilst they hold one of the offices specified in section 2.1.1.
- 2.2.2 The Council must appoint a Chair from its Independent Members who will be designated as Pro-Chancellor. The Pro-Chancellor will be appointed for three years and is eligible for re-appointment for further periods of up to three years, with a maximum total of nine years.
- 2.2.3 Any member appointed to fill a casual vacancy occurring through resignation, incapacity or death will only serve for the remainder of their predecessor’s term.

- 2.2.4 Subject to section 2.2.3, Independent and Staff Members will be elected for three years. Independent and Staff Members are eligible for re-election, normally for a period of up to three years and, exceptionally, may then be re-elected subject to a maximum total of nine years in any one capacity.
- 2.2.5 Subject to section 2.2.3, Student Members will be appointed for one year, renewable annually for up to two further years.
- 2.2.6 Co-opted Members may serve for a period of up to one year. In exceptional circumstances, their co-option may be extended for a further year.
- 2.2.7 A Member of Council may resign at any time by writing to the Secretary to Council; in exceptional circumstances, Council may terminate the appointment of any Member.

### 2.3 Quorum

- 2.3.1 The quorum will be one-third rounded up to the next whole number of the total actual membership of Council, with a majority of Independent Members.
- 2.3.2 Where a meeting is reconvened because it was not quorate, the business for which the original meeting was called may be completed in the absence of a quorum. The procedure for reconvening the adjourned meeting and the period of notice required are prescribed in the Ordinances.

## 3 Committees of Council

- 3.1 There will be Committees of Council with responsibility for Finance, Audit, Remuneration and Nominations.
- 3.2 The Council may from time to time establish additional standing, special and advisory Committees, Sub-Committees or Boards.
- 3.3 The constitution and responsibilities of all Committees, Sub-Committees and Boards of Council will be as prescribed by Council.

## 4 Staff

- 4.1 This Statute applies to all staff employed by the University.
- 4.2 Guiding Principles
  - 4.2.1 In determining the procedures to be adopted under section 4.3, Council shall apply the following guiding principles to:
    - a. ensure that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;

- b. enable the University to deliver the University's mission and associated activities efficiently and economically;
- c. apply the principles of justice and fairness to ensure that action is taken for good cause;
- d. apply procedures so that grievances may be resolved at as early a stage as possible and within a reasonable timescale;
- e. allow members of staff to be accompanied at all formal stages of procedures by a Cranfield University work colleague or recognised trade union representative; and
- f. allow appeals against the dismissal of a member of academic or professional staff employed on a substantive, confirmed and indeterminate contract to be heard by a panel that includes an Independent Member of Council.

### 4.3 Procedures

- 4.3.1 Council will ensure that in respect of all staff (other than the Vice-Chancellor, in respect of whom separate provision is made in the Ordinances) there are procedures in place for the:
  - a. handling of disciplinary cases, including the dismissal of such members of staff by reason of misconduct;
  - b. dismissal of such members of staff by reason of redundancy;
  - c. dismissal of such members of staff by reason of capability or unsatisfactory performance;
  - d. dismissal of such members of staff on the grounds of ill health or medical incapacity;
  - e. review of performance and progress of such staff during any probationary period to which the appointment or employment is subject, and for the dismissal of such staff during or at the end of their probationary period in the event of unsatisfactory progress, conduct or performance;
  - f. termination or non-renewal of a fixed term contract for any such member of staff;
  - g. dismissal of such members of staff for some other substantial reason;
  - h. removal of staff from any role that is not defined within a member of staff's substantive contract of employment for any reason;
  - i. handling of grievances raised by members of staff; and
  - j. right of appeal against dismissal in all formal procedures where specified in the Ordinances.
- 4.3.2 For Academic or Professional staff, any procedure initiated under Section 4.3.1b or g, will involve an Independent Member of Council as specified in the Ordinances.
- 4.3.3 These procedures will be set out in the Ordinances and must comply with the guiding principles in section 4.2.

4.3.4 For the avoidance of doubt, any procedure adopted by Council for the dismissal of academic staff by reason of redundancy does not apply to a member of academic staff whose appointment was made, or contract of employment entered into, on or before 19 November 1987, and who has not been promoted after that date.

## 5 The Auditors

5.1 The Council will appoint, for such period and on such terms and conditions as Council determines, Auditors who are members of a body of accountants established in the United Kingdom and eligible for appointment as company auditors within the meaning of the Companies Act 2006 (or any statutory provision amending or replacing the same). No person may be appointed or remain an Auditor who is, or any one of whose partners is, a member of the Council or the full-time staff of the University.

## 6 Interpretation of the Statutes

6.1 The interpretation of these Statutes must not conflict with the Charter.